

NOTICE

There is a job vacancy with the **BAY COUNTY HEALTH DEPARTMENT**

JOB TITLE: **PART-TIME GRANT COORDINATOR (P089)**

RATE OF PAY: **\$23.48 per hour (BT08)**

Part-time, B.C.A.M.P.S. unit position with limited benefits (although union membership is voluntary).

GENERAL SUMMARY: Performs fiscal duties to ensure coordination, timeliness and accuracy of billing and grant reporting within the Health Department. Responsible for processing transactions requiring a thorough knowledge of public health budgeting, accounting and grant functions. Prepares financial reports to federal, state and local governmental agencies, including oversight and preparation of the financial reporting requirements of the Comprehensive Planning & Budgeting Contract (CPBC), as directed. Compiles Health Department fiscal information to prepare for the annual County financial and single audits using Health Department and Finance Department software (Virtual HealthNet and Munis). Acts as the liaison between the Health Department and the Finance Department. Supervision is general, received from the Health Director.

TYPICAL DUTIES:

1. Assists in the preparation of various financial reports as may be required by the state and federal governments and third party payors.
2. Assists with closeout of revenues and expenditures for all Health Department activities on a fiscal year and calendar year basis, for “grant year-end” and “fiscal year-end” closings.
3. Assists with preparation and electronic submission (using E-grams) or written reports and other data to the Michigan Department of Community Health or any other state/federal agency regarding public health grant program funding.
4. Performs general accounting functions.
5. Analyzes financial data, prepare reports and makes recommendations.
6. Assists with maintaining and reconciling of the Health Department’s general ledger.
7. Provides oversight of the transaction recordings of Health Department account clerks and clerical employees.
8. May assist in the processing, review and analysis of accounts receivable information.
9. May provide training for account clerks and clerical staff, i.e., billing procedures, as directed.
10. Reviews all work of account clerks and clerical staff.
11. Perform physical inventories as required or directed.
12. Coordinate with the Finance Department Budget Analyst/Supervisor as necessary for preparation and processing of grant year-end closings.
13. During the year-end closing process, prepares the Schedule of Federal Financial Assistance in accordance with standards set forth in OMB circular A-133.
14. Assists with preparation of financial statements.
15. Assists with preparation of annual F-65 report.
16. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
17. All other duties assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties preformed by personnel so classified.

QUALIFICATIONS:

Required	Preferred
<ul style="list-style-type: none">• Bachelor’s Degree in accounting or related curriculum.• Well-versed in governmental accounting practice, procedures and principles. Experience in attention to detail and accuracy are of paramount importance, especially in dealing with data, records, files, reports, charts and budgets.• Proficiency with Excel and advanced spreadsheet application proficiency, with graphics capability.• Excellent work, attendance and discipline record.• Excellent references and background check.• Excellent mathematical, analytical, written/oral communication and time management skills.	<ul style="list-style-type: none">• Proficiency in Tyler Technologies Munis software.• Self-starter. Learns on the fly.• Public sector experience.• Experience with grants.• Completes tasks with minimal supervision.

Applicants may be required to take written and/or other examinations

PHYSICAL REQUIREMENTS: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight and frequency: Generally, 10 pounds of force up to one third of the time. Must have or be able to have a valid vehicle operator’s license and show proof of vehicle insurance.

APPLICATION PROCEDURE: Make application at www.baycounty-mi.gov or to the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan, 48708, no later than **4:00 p.m., Friday, March 4, 2016.**

AN EQUAL OPPORTUNITY EMPLOYER

“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.”